



HENRY DUNN

I N C O R P O R A T E D

Insurance • Real Estate • Estate Planning • Surety Bonding

To: NTIC/School District Employees

From: Mrs. Kathy E. Fisk
Employee Benefits Specialist

Date: August 13, 2010

Subject: Blue Cross of Northeastern Pennsylvania
Health Insurance

We at Henry Dunn Insurance are pleased to offer you personal customer service for your insurance coverage and claims questions. When you contact us for assistance, providing the following information will better help us to assist you:

- ✓ Group #
- ✓ Your Name
- ✓ Subscriber ID#
- ✓ Your Date of Birth
- ✓ Claimant's Name
- ✓ Claimant's Date of Birth
- ✓ Date of Service
- ✓ Copy of Bill and/or Explanation of Benefits (EOB)/Claims Summary from BCNEPA/FPLIC
- ✓ BCNEPA Authorization Form

Also, Christi Reynolds is currently on maternity leave until November, 2010, and we are pleased to have Shawn Walter joining our employee benefits staff. He brings with him several years of customer service experience, and will be happy to help you. Please feel free to contact us if you have health insurance benefit or claims questions:

Shawn Walter

Henry Dunn, Inc.

Phone: 800-326-8293 ** Fax: 570-265-2033

swalter@henrydunninc.com

If you cannot reach Shawn, feel free to contact me @ 570-265-2118 or email to kathyf@henrydunninc.com. We look forward to continuing our services for you.



49 E. Fourth Street, Suite 105, Williamsport, PA 17701-6355
570-326-5167 • Fax: 570-326-7347